

**COMPENSATION BOARD
LIDS ADVISORY COMMITTEE
AGENDA**

**February 12, 2004
9:00 a.m.**

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- **Opening Remarks** **Sue 9:00 a.m.**
 - Thank you
 - November 13, 2003 Minutes

 - **LIDS Enhancement Updates:** **Anne 9:05 – 9:25**
 - Inquiry
 - ✓ Insurance Number inquiry needs capability to search by name - goal is January 1 and 20, 2004.
 - Reconciliation
 - ✓ Financial reconciliation needs to change so they can view details of adjustment-by-adjustment category – goal date is January 31, 2003.
 - Update Offenses – Cindy Angle, Montgomery County
 - ✓ When updating one offense, give the ability to press Enter, and automatically go to the next offense. Committee approved adding a tag to update offenses. Goal date is February 28, 2004.
 - Enhancement to Financial Reconciliation Screen – Alice Coe, Compensation Board
 - ✓ Committee approved – Anne Wilmoth, Compensation Board, goal is March 31, 2004. Will require user testing.
 - Restructuring/grouping of Forms Maintenance reports
 - ✓ All data has been moved into the test arena. Requires LAC member testing to make sure that what they request is the actual report requested.
 - Payment Status Report
 - ✓ Goal date is February 28, 2004.
 - VCC Search Report
 - ✓ Updated to allow wild card search. NEED GOAL DATE
 - Update Offenses – Cindy, Angle, Montgomery County
 - ✓ When updating one offense, give the ability to press Enter and automatically go to the next offense. Committee approved adding a tag to update offenses – goal date is February 28, 2004.
 - Anne Wilmoth, Compensation Board – Should LIDS security table be altered to allow multiple LIDS users to certify and approve LIDS reports? (Refer to Pg. 3 of October LIDS Newsletter). Committee agreed that certification/approval authorization be limited to a total of three per facility. And if Sheriff/Superintendent requests more than one person, a letter should be emailed, faxed or mailed to the Compensation Board to be placed on file. LIDS development goal date is July 1, 2004.

 - **Forwarded/Continued from last meeting** **Committee 9:25 – 10:30**
 - LIDS Enhancements
 - ✓ Altering the Possible Error report and the Data Integrity report so that if a sentence length is not within the sentencing guidelines, it will kick out as a possible error/data integrity issue. Committee voted to table until OTN is in effect. Anne Wilmoth will give status update after ICJIS. Goal date is July 2004.
 - ✓ Sentence Length Within Sentence Guidelines analysis and program revisions.
 - ✓ Micah Meadows, Fauquier Co. Jail - Requested new disposition code 'HA' Held by Agreement to identify Held by Agreement inmates who are also Work Release inmates. Anne Wilmoth and Alice Coe will contact someone at the Department of Corrections to obtain a report with JCB and work release inmates, and held by agreement (cadre) inmates. Then possibly develop a Forms Maintenance report and possible error.
 - ✓ Ron Wise, Alexandria City – Is it possible for LIDS to be updated to allow updating multiple confinements in LIDS using a pick list? Committee agreed that this should be an adjustment piece. A new option will be developed and added to LIDS to allow multiple adjustments. Charlie Gray, Ron Wise, and Bruce Folks volunteered to work with Anne Wilmoth on this. This is also a training issue.
 - ✓ Anne Wilmoth, Compensation Board - It is not mandatory to use the Offense Disposition Code 'SC' and force additional edits to be placed in LIDS. From an audit perspective, after January 1, 2004, auditors will expect to see the 'SC' used if inmate is still confined 1/1/04. Does not affect inmates confined prior to 1/1/04.
 - ✓ Bruce Folks, Rockingham County, requested that **Inquiry** be updated to verify prisoner SSN and verification date.

- Report Requests
 - ✓ Reginald Tinsley, Richmond City - A new report that compares current roster or ending count with ending count of previous month that reports the plus and minus details of commits and releases, and details inmates currently committed that were not committed in previous ending count and inmates that were released who were active in the previous ending count. Reginald Tinsley was unable to attend November meeting.
 - ✓ Debbie Hamlet, Blue Ridge Regional Jail - A new report to capture local responsible and state responsible inmates. The report has been developed and to be placed into production. Anne Wilmoth will e-mail screen prints to Committee members to review. New Forms Maintenance Payment Status report will accomplish this. Debbie Hamlet will test and inform Committee if anything further is necessary.
- Disposition Report to be developed in Forms Maintenance – Routine, Reconciliation and Inmate Status reports – goal date is February 28, 2004.
- Disposition Code Matrix
 - ✓ Oliver Bradshaw, Compensation Board, recommended adding Disposition Code matrix to LIDS Users Guide to show which offense disposition code that LIDS keys on their alternative programs, regular confinements and pending charges during their types of confinement. Committee agreed that the matrix should list exceptions only. Debbie Hamlet, Ron Wise, and Charlie Gray volunteered to work with Oliver to develop the exception list and will send to Committee members in January to discuss at February LAC meeting. ***Oliver Bradshaw not in attendance – carry forward to May 2004 meeting.***

• **Break** **10:30 – 10:45**

• **New Pre-planned Issues** **Committee 10:45 – 12:00**

- LIDS Enhancements
 - ✓ Ron Wise, Alexandria City – Develop Offense Disposition Codes RC or RS – Reconsideration of Sentence, BS – Balance Suspended, SS – Serving Sentence, and SU – Suspended Sentence (Change).
 - ✓ Ron Wise, Alexandria City – LIDS be updated to highlight and/or bold and print the completed data fields.
 - ✓ JulieAnn Robertson, Roanoke County – Develop confinement code for Local Treatment Program/Facility.
 - ✓ Barry Arnold, Chesterfield County – Update LIDS to allow Reason Confined Code 12, Awaiting Probation Revocation Hearing with Release Reason Codes 43, To Detention Center Incarceration Program and 44, To Diversion Center Incarceration Program
- New Reports
 - ✓ Bobbie Elswick, Gloucester County – ADP comparison reports, i.e., series of reports that can be developed for extension purposes, and pre-calculated annual ADP report instead of monthly ADP report.
 - ✓ Julieann Robertson, Chesterfield County – Viewable and downloadable Tuesday Reports
 - ✓ Jenny Newman, Pittsylvania County – Audit Trail Report
- Reason Confined Code 10 vs. 12
 - ✓ JulieAnn Robertson, Roanoke County - § 19.2-306. Revocation of suspension of sentence and probation. Should inmate be committed in LIDS using Reason Confined Code 10, Awaiting Trial or Reason Confined Code 12, Awaiting Probation Revocation Hearing?
- New LIDS Web Page Changes Testing **Sue**
- Parole Violator Information **Anne**
 - ✓ Anne Wilmoth, Compensation Board - Do jails receive parole status information, either discretionary or mandatory? If so, we may want to collect this in LIDS to assist the forecasters

- **Lunch Break** **12:00 – 1:00**

- **New Issues** **Alice** **1:00 – 2:15**
 - LIDS Conference 2004
 - Budget Updates

- **Discuss Quarterly Committee Dates** **2:15 – 2:30**
 - May __, 2004 – Alice Coe’s residence – Buggs Island Lake
 - August __, 2004 – Bruce Folks, Rockingham County?